

**Grants Information Entry Template**

Prepared by:										
Date Prepared:										
** Fill in the information below for each grant agreement/Notice of Funding before creating Customer (revenue) Contract in Edison. If the Customer (revenue) Contract has more than one project, use Modified GI-Multi worksheet.										
<b>Part 1. Create Proposal and Budget: Navigation: FSCM&gt;&gt;Grants&gt;&gt;Proposals&gt;&gt;Maintain Proposal&gt;&gt;Add a New Value tab</b>										
<b>Step I Proposal Tab in Edison</b>										
1	Proposal ID # (15 is limit- no spaces) <sup>1</sup>									
2	Description (20 is limit) <sup>2</sup>									
3	Reference Award Number/FAIN & Edison Interdept. Supplier Contract ID <sup>3</sup>									
4	Title (30 is limit) <sup>4</sup>									
5	PI ID <sup>5</sup> /PI Name (Type in Last name) <sup>A.</sup>									
6	Sponsor ID/Sponsor Name <sup>B.</sup>									
7	CFDA <sup>E.</sup>									
8	Start Date <sup>6</sup>									
9	End Date <sup>7</sup>									
10	No. Periods <span style="float:right">Always only one (1)</span>									
<b>Step II Establish "Location" from Hyperlink in Edison, becomes Location Tab</b>										
1	Location (choose generic 0000000000 - Tennessee) set up for each project									
<b>Step III Projects Tab in Edison (only one project should be checked as a Primary Project &amp; Primary Project should have Primary Location checked)</b>										
1	Project ID (15 limit & begins with 2 alpha BU <sup>C.</sup> ) (no spaces) <sup>8</sup>									
2	Project Title (20)-enter desired description of Project									
3	Department - 5 digit <sup>9. &amp; F.</sup>									
4	Subdivision - 10 digit department <sup>10. &amp; F.</sup>									
5	Institution = To agency (should default in) <sup>11. &amp; G.</sup>									
6	Department Credit - 10 digit one (100%) <sup>12</sup>									
7	F&A Rate Department - 10 digit one <sup>13</sup>									
<b>Step IV Budget Tab&gt;&gt;Budget Header in Edison</b>										
1	Budget ID becomes Activity (funding source) <sup>14</sup>									
2	Budget ID Description <sup>15</sup>									
3	Activity Type <sup>16</sup>									
5	Save Proposal (when you have saved proposal in Edison, mark "X" in box)									
4	F&A and Pricing Setup (if applicable, specific to agency) <sup>17</sup>			Rate Type <sup>I.</sup> :	FA Base <sup>J.</sup> :	Funded Rate <sup>I.</sup> :				
<b>Step V Save and then Budget Tab&gt;&gt;Budget Period box "1" hyperlink in Edison</b>										
1	<b>BUDGET <sup>D.</sup></b>		<b>Sponsor Direct (Billing Limit) <sup>18</sup></b>					<b>Cost Share <sup>19</sup></b>		
		Account	Federal	Interfed	Intermatch	Interlocal	Foundation	Nongov	State	ProgramInc
		LABOR_SALARY	70100							
		FRINGE	70200							
		TRAVEL	70300							
		PRINTING	70400							
		UTILITIES	70500							
		COMMUNICATION	70600							
		MAINT_REPAIR	70700							
		PROF_SRVC_3RD_P	70800							
		SUPPLIES	70900							
		RENT_N_INSUR	71000							
		VEHICLE	71100							
		AWARD_INDEMN	71200							
		GRANTS	71300							
		EQUIPMENT	71600							
		LAND	71700							
		BUILDING	71800							
		CONST_NON_BLDG	72000							
		TRAINING	72100							
		DATA_PROCESSING	72200							
		PROF_SRVC_STATE	72500							
		F&A_COSTS (automatic in creation of budget)	89040							
		<b>Total Budget</b>								
			-	-	-	-	-	-	-	-
<b>Step VI Submit Proposal</b>					1st REVIEW	<b>Generate (1st Review done before Generate Proposal to Award)</b>				
** Navigation: FSCM>>Grants>>Proposals>>Submit Proposal						** Navigation: FSCM>>Grants>>Proposals>>Generate Award				
1	Change/Review the submit status from "Not submitted" to "Submitted" and save.					Review all previously entered information before clicking "Generate"				
<b>Part 2. Add "Attributes"</b>					<b>Part 5. Check/Change Rate Set in Customer Contracts</b>					
** FSCM>>Grants>>Awards>>Award Profile>>Award tab>>Go To: Attributes					**FSCM>>Customer Contracts>>Create and Amend>>General Information					
1	Check below "Attributes for SEFA/SIS Reporting .				1. Click billing plans hyperlink>>click B101 hyperlink In the Billing Default Overrides: Invoice Form "GM_GEN" and Bill By ID "GM_CASH"&Save 2. Go back to General Information tab>>Lines tab>>Detail tab>>click "Contract Terms" Change Effective Date to grant start date, check Rate Set from below.					
<b>Check</b>	<b>Attribute Type</b>		<b>Attributes Description</b>			<b>Check</b>	<b>Rate Set</b>	<b>Description</b>	<b>Effective Date</b>	
<input type="checkbox"/>	C		Cash			<input type="checkbox"/>	68001	Federal Revenue		
<input type="checkbox"/>	F		Federal Government			<input type="checkbox"/>	68002	Federal Capital Grants		
<input type="checkbox"/>	N		Other than Cash			<input type="checkbox"/>	68030	Counties		
<input type="checkbox"/>	R		Research			<input type="checkbox"/>	68050	Cities		
<input type="checkbox"/>	T		Pass Through			<input type="checkbox"/>	68060	Nongovernmental		
2	Go to "Attachments" hyperlink and add attachment such as grant agreement/notice of award.				<input type="checkbox"/>	68070	Other State			
<input type="checkbox"/>						<input type="checkbox"/>	68080	Current Services		
<input type="checkbox"/>						<input type="checkbox"/>	68090	Interdepartmental		
<input type="checkbox"/>						<input type="checkbox"/>	68095	Interdepartmental CU		
<input type="checkbox"/>						<input type="checkbox"/>	STAT	Statistical or Agency Specific		
<b>Part 3. Make Adjustments to Project ** FSCM&gt;&gt;Grants&gt;&gt;Awards&gt;&gt;Project</b>					<b>Part 4. Finalize Project Budget ** FSCM&gt;&gt;Grants&gt;&gt;Awards&gt;&gt;Project Budgets</b>					
1	Make Project Type <sup>20.&amp; H.</sup> "Grant" or Other (Agency specific). See "Info. 1-18" tab.				3. Change Contract Status to "Active" in General Information tab & Save. <sup>21</sup> Final Review					
1	Check begin and end date.									
2	Check Cost Share Direct amounts and Sponsor Budget amounts, then "Finalize".									
3	Click on the Process Monitor hyperlink to view run status in order to check errors.									

